

# COMMERCIAL PERMIT

PERMIT NUMBER:

<b>PROJECT ADDRESS</b> (including Suite/Unit #): <hr/>	<b>CONTRACTOR INFORMATION:</b> <u>LSVL-</u> Business Name: _____ Address: _____ City: _____ Zip: _____ Phone: (_____) _____ - _____ Email: _____																																																					
<b>Tenant Name:</b> <hr/> New Tenant: <input type="checkbox"/> Yes <input type="checkbox"/> No																																																						
<b>BUILDING INFORMATION:</b> Owner Name: _____ Address: _____ City: _____ Zip: _____ Phone: (_____) _____ - _____ Email: _____	<b>ARCHITECT/ENGINEER INFORMATION:</b> State License # _____ Name: _____ Address: _____ City: _____ Zip: _____ Phone: (_____) _____ - _____ Email: _____																																																					
<b>TYPE OF WORK:</b> <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Tenant Finish <input type="checkbox"/> Demo Construction Type: _____ Occupancy Type: _____ Permit to include: <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <b>NOTE:</b> For a multiple trade permit, the sub-contractor form is required. All sub-contractors must be licensed prior to issuance of the permit. <b>Valuation for the work being completed:</b> \$ _____	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Area of New Construction<sup>1</sup></th> <th>Area of Remodel (Existing Finished Space)</th> <th>Area of Remodel (Existing Unfinished Space)</th> <th>Existing Area</th> <th>Total Area<sup>2</sup></th> </tr> </thead> <tbody> <tr><td>1<sup>st</sup> Floor</td><td>Sqft</td><td>Sqft</td><td>Sqft</td><td>Sqft</td><td>Sqft</td></tr> <tr><td>2<sup>nd</sup> Floor</td><td>Sqft</td><td>Sqft</td><td>Sqft</td><td>Sqft</td><td>Sqft</td></tr> <tr><td>Other</td><td>Sqft</td><td>Sqft</td><td>Sqft</td><td>Sqft</td><td>Sqft</td></tr> <tr><td>Basement</td><td>Sqft</td><td>Sqft</td><td>Sqft</td><td>Sqft</td><td>Sqft</td></tr> <tr><td>Garage</td><td>Sqft</td><td>Sqft</td><td>Sqft</td><td>Sqft</td><td>Sqft</td></tr> <tr><td>Accessory</td><td>Sqft</td><td>Sqft</td><td>Sqft</td><td>Sqft</td><td>Sqft</td></tr> <tr><td>Deck/Porch</td><td>Sqft</td><td>Sqft</td><td>Sqft</td><td>Sqft</td><td>Sqft</td></tr> </tbody> </table>							Area of New Construction <sup>1</sup>	Area of Remodel (Existing Finished Space)	Area of Remodel (Existing Unfinished Space)	Existing Area	Total Area <sup>2</sup>	1 <sup>st</sup> Floor	Sqft	Sqft	Sqft	Sqft	Sqft	2 <sup>nd</sup> Floor	Sqft	Sqft	Sqft	Sqft	Sqft	Other	Sqft	Sqft	Sqft	Sqft	Sqft	Basement	Sqft	Sqft	Sqft	Sqft	Sqft	Garage	Sqft	Sqft	Sqft	Sqft	Sqft	Accessory	Sqft	Sqft	Sqft	Sqft	Sqft	Deck/Porch	Sqft	Sqft	Sqft	Sqft	Sqft
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<sup>1</sup>Includes New Buildings and Additions to Existing Buildings

<sup>2</sup>Sum of New Construction and Existing Area

**Detailed Job Description:**  


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Do you have everything you need to submit?		
New Building	Addition	Tenant Finish
<input type="checkbox"/> 5 Full Sets of Stamped Plans	<input type="checkbox"/> 5 Full Sets of Stamped Plans	<input type="checkbox"/> 4 Full Sets of Stamped Plans
<input type="checkbox"/> Subcontractor Form	<input type="checkbox"/> Subcontractor Form	<input type="checkbox"/> Subcontractor Form
<input type="checkbox"/> Waste Water Classification Survey (Only if the tenant is known)	<input type="checkbox"/> Waste Water Classification Survey (Only if the tenant is new)	<input type="checkbox"/> Waste Water Classification Survey (Only if the tenant is new)
<input type="checkbox"/> Water & Sewer Tap Application	<input type="checkbox"/> Water & Sewer Tap Application (Only for an upgraded)	<input type="checkbox"/> Fixture Count Form (Stamped)
<input type="checkbox"/> Soils Report	<input type="checkbox"/> Soils Report	
<input type="checkbox"/> Fixture Count Form (Stamped)	<input type="checkbox"/> Fixture Count Form (Stamped)	
<input type="checkbox"/> Site Improvement Worksheet		

This application becomes null and void if permit is not issued within 180 days of application date. I hereby certify that granting of a permit shall not be construed as a permit or an approval of any violation of either the Municipal or the 2012 International Building Codes or any other state or local law regulating construction or the performance of construction. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or performance of construction. Permit and tap fees are subject to change at the beginning of each calendar year.

Note: A separate permit is required for signs, fences, irrigation systems & swimming pools unless noted on this application. Fees are assessed at time of permit issuance and are subject to city ordinance in effect at that time.

**SIGNATURE OF OWNER OR AUTHORIZED AGENT OF OWNER:**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

**Staff Only**

Year of Original Construction \_\_\_\_\_ Does it need HPC review? ☐ Yes ☐ No  
 Is it in a Floodplain? ☐ Yes ☐ No  
 Zone District \_\_\_\_\_  
 Legal Description \_\_\_\_\_  
 Lot: \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ Total Lot Area (SQ. FT) \_\_\_\_\_  
 Date Entered into System \_\_\_\_\_ Over the Counter Plan Review ☐ Yes ☐ No  
 Date Sent for Referral \_\_\_\_\_  
 Fire Department \_\_\_\_\_ Public Works \_\_\_\_\_

APPROVALS	SIGNATURES	DATE	COMMENTS
Building			
Zoning/HPC			
Public Works			
Fire Department			

**Finalized – Date:-** \_\_\_\_\_  
☐ Conf ☐ LVM ☐ LM ☐ Email  
 Other Items Needed Prior to Issuance:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Approved Valuation**

\$ \_\_\_\_\_

**Permit Fee Due**

\$ \_\_\_\_\_